

# ***TECHNICIAN VACANCY ANNOUNCEMENT***

**HUMAN RESOURCE OFFICE  
LOUISIANA NATIONAL GUARD  
JACKSON BARRACKS  
NEW ORLEANS, LA 70146-0330**

**POSITION TITLE/SERIES & GRADE**  
Health Systems Specialist, 70554000  
GS-0671-09 (TEMPORARY)

**APPOINTMENT FACTORS**  
EXCEPTED WARRANT OFFICER  
/ENLISTED (E-7 & above)

**ANNOUNCEMENT NO.**  
104-05  
**OPENING DATE**  
15 AUG 2005  
**CLOSING DATE**  
29 AUG 05

**LOCATION**  
LANG-J1-M, Jackson Barracks  
New Orleans, Louisiana

**SALARY RANGE**  
\$41,772 - \$54,300  
PER ANNUM

**AREA OF CONSIDERATION:** Warrant Officer/Enlisted members (E-7 & above) serving in the Louisiana National Guard. (THIS IS A TEMPORARY APPOINTMENT EXPECTED NTE 12 MONTHS AND MAY BE TERMINATED AT ANY TIME AT THE DISCRETION OF THE APPROVING OFFICIAL).

**QUALIFICATIONS:**

- a. **GENERAL EXPERIENCE:** Experience in administrative or technical work which demonstrates the applicants knowledge of missions, organizations, programs, and requirements of health care delivery systems; ability to analyze problems and present both oral and written recommendations taking into consideration the wide range of factors and requirements which affect the management of the health care delivery system.
- b. **SPECIALIZED EXPERIENCE:** Twenty-four (24) months of experience, education or training which provided the candidate with the Knowledge, Skills and Abilities listed below.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:**

- I. Knowledge of the regulations, policies, and procedures that impact the various programs overseen in order to evaluate and resolve procedural problems experienced in the state Medical Health Program.
- II. Knowledge of the laws and privacy requirements concerned with the release of individual's medical information.
- III. Ability to advise management on the impact the current status individuals or groups may have on organizational requirements and activities i.e. physical readiness, training, testing; LOD investigation status and results; upcoming review boards or the status of the boards, etc.
- IV. Ability to analyze the problems encountered and the skill to communicate, both orally or in writing, the recommendations to the parties involved i.e. all levels of management, individual military members, or the outside agencies or health care facilities that may be involved such as Tri-Care or local health facilities.

**EVALUATION PROCESS:** Applicants will be evaluated solely on the information provided in the application. Experience will be evaluated based on the relevance to the position for which application is made and whether it is full-time or part-time. In addition to experience, credit will also be given for military training and self-development, civilian and military awards and education.

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**MILITARY ASSIGNMENT:** Excepted employees must wear the uniform prescribed by The Adjutant General and be enrolled in Direct Deposit (completion of FMS 2231) prior to placement as a technician. Acceptance of the position constitutes concurrence with these requirements as conditions of employment.

**SUMMARY OF DUTIES:** This position is located in the Health Services Section of the Military Personnel Office (MILPO) of the Army National Guard (ARNG). The purpose of the position is to administer the state medical health program on a day-to-day basis. Responsible for oversight, administration, and implementation of policies pertaining to state medical affairs, and exercise of programs such as: Line Of Duty (LOD) Investigation Program, Incapacitation Pay Program, Active Duty Medical Extension (ADME) Program, MOS Medical Review Board (MMRB) Program, Medical Disqualification Program, Follow up Health Care Program, Medical Claims Processing Program, Medical Travel and Orders Program, Medical Evaluation Board (MEB), Physical Evaluation Board (PEB), Human Immunodeficiency Virus (HIV) Screening Program, Immunization Program, routine and special physical examinations and waivers, Weight Control Program, and Over-40 Medical Screening Program. Coordinates with the National Guard Bureau (NGB), the Military Medical Support Office (MMSO), Tri-Care, U.S. Total Army Personnel Command (PERSCOM), Regional Medical Command, the Military Treatment Facilities, and the Medical Evaluation Board (MEB), and Physical Evaluation Board (PEB) Liaison Offices located within the state. Serves as the principle advisor to the Chief of the MILPO, as well as to general officer commanders, and personnel on eligibility for health care, sources of health care, medical aspects of physical readiness training and testing, Active Duty Medical Extensions, and LOD investigations. Manages the funds associated with the health services account and provides an accounting for expenditures as required. Responds to inquires and various correspondence on health services issues and maintains an action file on all responses. Observes privacy requirements on the release of medical information concerning individual military members. Coordinates, assembles, monitors and ensures the proper conduct of the Incapacitation Pay Review Board and the MOS Military Review Board. As required, is a participant on review boards. Reviews, evaluates, and interprets regulatory guidance, policies, and procedures applicable to the health services programs. Provides supervision of subordinate staff through the planning, assignment, and review of work; granting of leave; providing recommendation on training requirements, performance standards, and ratings; and effecting minor disciplinary actions such as warnings and reprimands. Performs other duties as assigned.

**HOW TO APPLY:**

a. National Guard technicians and members applying for vacancy must submit NGB Fm 300(LRA), OF 612/Resume, OF 306 (must accompany OF 612/Resume), AGO LA FM 690-171-1 (Military Supplement) and AGO LA FM 690-171-2 (statement indicating how they attained and/or qualify in the Knowledge, Skills and Abilities listed previously). Applicants applying for initial appointment must submit DD Form 214 for periods of Active Military Service (Title 10) performed. All applications will be submitted to this headquarters, ATTN: LANG-J1-HT, Building 35, Jackson Barracks, New Orleans, La 70146-0330. Use of government postage paid envelopes for submission of applications is prohibited.

**FAXED APPLICATIONS WILL NOT BE ACCEPTED FOR TECHNICIAN VACANCIES.**

b. Applications must be received in this headquarters by the closing date indicated in this announcement. National Guard units or this headquarters will furnish necessary applications forms on request.

NOTE: SELECTEE MAY BE RESPONSIBLE FOR PAYMENT OF ALL PERMANENT CHANGE OF STATION TRAVEL AND TRANSPORTATION EXPENSES DEPENDING ON FUNDING, AVAILABILITY OR RELATIVE IMPORTANCE OF AND/OR REQUIREMENTS OF THE POSITION.

THIS ANNOUNCEMENT WILL BE GIVEN THE WIDEST POSSIBLE CIRCULATION AND A COPY WILL BE POSTED ON BULLETIN BOARDS THROUGH THE CLOSING DATE.

ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR THE ABOVE POSITION WITHOUT DISCRIMINATION FOR ANY NON-MERIT REASON SUCH AS RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, PHYSICAL HANDICAP OR AGE WHICH DOES NOT INTERFERE WITH JOB ACCOMPLISHMENT OR NATIONAL GUARD MEMBERSHIP WHEN REQUIRED.

P.O.C. FOR ADDITIONAL INFORMATION: TSgt Latasha M. Goines~ (504) 278-8347/ DSN 485-8347

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